

Utah Core
Criterion-Referenced Test
Test Administration Manual

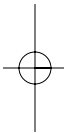
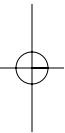
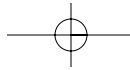
Elementary Mathematics

Grades 3, 4, 5, and 6

2006

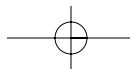
U-PASS

Utah Performance Assessment System for Students



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TEST ADMINISTRATION MANUAL

Administering the Elementary Criterion-Referenced Tests

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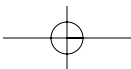
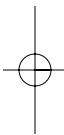
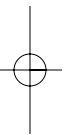
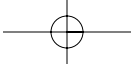


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Utah Elementary Mathematics Test Administration Manual

WHAT'S NEW FOR SPRING 2006

In preparation for this spring's test administration, there are a few changes that have been added to this *Test Administration Manual*.

- Test administration instructions for Grades 3, 4, 5, 6 have been combined into one manual. See the table of contents for the page on which each grade's specific verbal instructions begin.
- Students are now instructed to write their names on the front cover of the test books.
- Testing staff must now write and grid the student test Form Number—that appears on the front cover of the test book—on each student's answer sheet.
- At the conclusion of each test session, students are directed to insert their answer sheets into their test books.

OVERVIEW OF THE CRITERION-REFERENCED TESTS

INTRODUCTION

The Core Criterion-Referenced Tests (CRTs) were developed from the Utah Core Curriculum for each content area. The test questions were written by Utah teachers and reviewed and edited by district content specialists; university representatives; members of the community; Utah State Office of Education (USOE) specialists in the Assessment and Accountability, Curriculum, and Students at Risk Sections; and contracted curriculum and assessment experts.

OVERVIEW OF THE TESTING SCHEDULE

CRTs are **not** timed. Every student should be provided sufficient opportunity to complete the test. You will also need to schedule testing for any students who require test adaptations that cannot be accommodated during the regular testing sessions.

The test should **not** be administered to several classes of students grouped in one large room, such as a cafeteria or an auditorium.

Circumstances over which you have no control (i.e., fire drills, power failures) may interrupt testing. If the interruption occurs during any testing session, instruct students to close their test booklets. When normal conditions are restored, resume testing. Interruptions should not reduce the total amount of time students are given to complete the session.

SCHEDULING MAKE-UP TESTING AND TEST COMPLETION SESSIONS

Make-up sessions do not have to be administered in the students' regular classrooms; students may be tested by a guidance counselor or another teacher assigned to monitor make-up testing. Test completion sessions may include students working on different sections of the test.

TEST SECURITY

CRTs are highly secure materials and should be treated as such. This means that tests should be handled only by qualified personnel, that a system of test accounting should be in place to ensure that booklets are distributed and collected in a systematic and secure fashion, and that all test booklets are accounted for at the conclusion of testing. You are responsible for returning all **used and unused** secure test materials from each of your classes to your school's testing coordinator(s).

It is extremely important that all staff members involved in the distribution and administration of these tests follow the directions for administration very carefully. At the conclusion of testing, **all testing materials** (including this *Test Administration Manual*) must be returned to your school's testing coordinator(s).

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TESTING ETHICS

Under no circumstances should actual questions from these tests be taught to or reviewed with students. Copying the test is not permitted. Such practices violate test security and are professionally unethical. According to state law, evidence of these illegal activities can result in the loss of teacher licensure.

For further information regarding testing ethics and test security, see the Utah State Board of Education Rule R277-473 at the following Web site: www.rules.utah.gov/publicat/code/r277/r277-473.htm.

ASSESSMENT ACCOMMODATIONS

All Utah students are to participate in the Utah Performance Assessment System for Students (U-PASS), including administration of the CRTs. To meet students' special needs, assessment adaptations (accommodations and modifications) are allowed in order to enable students to better demonstrate their knowledge.

Students with Disabilities

Decisions regarding adaptations (accommodations or modifications) must be made by the IEP team and documented in the student's file. Individual teachers may not make decisions regarding assessment accommodations at the time of test administration. These decisions must be made in advance by the IEP team.

Limited English Proficient (LEP) Students

According to the NCLB Act, **all LEP students**, regardless of the amount of time they have been in a school, district, or the United States, must participate in the Language Arts and Mathematics CRTs. Decisions regarding accommodations **may not** be made by an individual teacher at the time of test administration. These decisions must be made by the teacher **and** the alternative language services (ALS) specialist and/or the school principal.

To obtain detailed information about the official state policy for assessment accommodations and modifications, examine the state document entitled *Requirements for Participation of Students with Special Needs in the Utah Performance Assessment System for Students (U-PASS)*. This document is available at the USOE Web site (www.schools.utah.gov/eval).

MARKING THE SPECIAL CODES BOX ON THE ANSWER SHEETS

In most cases, this box **will not** be marked at all. If it is marked, only one circle should be filled in.

Basic Rules

- The special codes box is marked only for a small percentage of students.
- A blank pre-printed answer sheet will be interpreted as “not participating” in terms of accountability, unless a reason is marked in the special codes box.
- **All** answer sheets should be returned to the USOE for scoring, reporting and accountability.

Mark the special codes box on the answer sheet only if a student:

- Did not mark any answers even though there were efforts to encourage participation in the assessment (mark reason in non-standard participation section).
- Participated in a non-standard administration of the test (mark reason in non-standard participation section).
- Did not participate in the assessment (mark reason in non-participation section).

For non-standard participation mark:

- “Attempted” if the student did not mark any answers even though he/she was given an opportunity to take the test and encouraged to respond.
- “Accommodated” if test accommodations were used.
- “ELL First Year in U.S. Before April 15” if the student is enrolled as ELL first year in U.S. prior to April 15 of the current school year. See page 2, “LEP Students” for further details.
- “Modified” if a modified assessment was administered.
- “UT Alternate Assessment” if the student participated in the Utah Alternate Assessment (UAA) instead of the standard Core CRT.

For non-participation mark:

- “Absent” if the student was not present during any part of the test administration period.
- “Excused” if there were special circumstances such as an emergency, or if the student was suffering extreme distress due to a medical or psychological crisis.
- “ELL First Year in U.S. April 15 or later” if the student is enrolled as ELL first year in U.S. April 15 or later of the current school year. See page 2, “LEP Students” for further details.
- “Unknown student” if the answer sheet was pre-printed for a student who cannot be identified as ever having been enrolled in your school.
- “Withdrawn from school” if the student is no longer enrolled in your school.

To obtain detailed information about the official state policy for assessment accommodations, modifications, and excusals, examine the state document entitled *Requirements for Participation of Students with Special Needs in the Utah Performance Assessment System for Students (U-PASS)*. This document is available at the USOE website (www.schools.utah.gov/eval).

QUESTIONS

For questions concerning the information presented in this manual, refer to the Frequently Asked Questions (FAQ) section of the USOE Assessment and Accountability website (www.schools.utah.gov/eval).

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CHECKLIST FOR TEST ADMINISTRATORS**BEFORE TESTING:**

- _____ Notify students and parents about testing.
- _____ Become thoroughly familiar with this manual.
- _____ Receive materials from your school's testing coordinator(s) and take an inventory to ensure you have the appropriate materials. Needed materials are:
 - _____ supply of sharpened #2 pencils with erasers (students may **not** use pens, colored pencils, crayons, or markers)
 - _____ class set of test booklets
 - _____ supply of counters for students to use during testing
 - _____ several blank test booklets for new students
 - _____ scratch paper for each student (graph paper may be used)
 - _____ an extra test booklet and answer sheet for demonstration purposes
 - _____ a "TESTING, DO NOT DISTURB" sign for the door
 - _____ any additional supplies or materials specified for your specific subject area test (obtain reference sheets from www.schools.utah.gov/eval)
- _____ Meet with your school's testing coordinator(s) to review testing procedures and clarify any questions.
- _____ Review assessment accommodation and modification guidelines and make arrangements for students who qualify.
- _____ Schedule a brief amount of time (approximately 5–10 minutes) to assist those students who do not have a pre-printed test booklet in completing the demographic information on their blank test booklet. This information must be completed prior to the start of Session One.
- _____ Place a "TESTING, DO NOT DISTURB" sign on the door to the classroom and work to minimize interruptions and distractions.

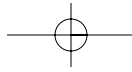
DURING TESTING:

- _____ Encourage students to have a book available to read in case they finish the test before the rest of the class.
- _____ Walk around the room to be sure that all students are working on the test and that students understand how to fill in the spaces on their test booklets.
- _____ Keep communication between you and the students to a minimum.
- _____ Supply students with new pencils as needed.
- _____ Let students know that it is okay if they do not know a specific answer.
- _____ Maintain and oversee the security of all test materials.

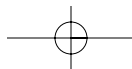
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AFTER TESTING:

- _____ Arrange make-up and test completion sessions for students who miss all or part of the test.
- _____ Check to see that the student answer booklets are complete and correctly marked (i.e., demographic section is complete, pencil was used instead of pen).
- _____ Separate test materials as described below:
 - _____ used answer sheets
 - _____ used (damaged, voided, or non-routine) answer sheets
 - _____ unused answer sheets
 - _____ test books (used and unused)
 - _____ this Test Administration Manual
- _____ Complete the special codes box on the test booklet for students who meet the specified criteria. Refer to page 3 for instructions on marking the special codes box.
- _____ Organize and return **all used and unused** secure test materials to your school's testing coordinator(s).



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INTRODUCTION

OVERVIEW

This section of the *Test Administration Manual* provides detailed directions for administering the 2006 Elementary Mathematics Core Criterion-Referenced Test (CRT) for students in grades 3, 4, 5, and 6. Students will respond to multiple-choice questions from the Elementary Mathematics Core Curriculum.

The test questions were written by Utah teachers and reviewed and edited by district mathematics specialists; university representatives; Utah State Office of Education (USOE) specialists and the Assessment and Accountability, Curriculum, Students at Risk sections; and contracted curriculum and assessment specialists.

OVERVIEW OF THE TESTING SCHEDULE

This testing schedule is designed to allow students to work at their own pace while utilizing effective test-taking practices.

The test is divided into two sections that are separated by this “Stop” sign: 

The test sections must be taken in the order presented in the students’ test booklets. Under no circumstances should students be allowed to work on items in a section of the test they have previously completed.

The test should be administered in two different sessions, **each occurring on a different school day**. A completion session should be scheduled for students who have not completed the test by the end of the second session.

Total test administration time during your school’s testing window must allow for the following student activities:

Test Session	Activity	Time of Administration
Prep	Completion of student information portion of test booklets (for new students only)	Approximately 5–10 minutes
Session 1	Multiple-choice questions	Approximately 45 minutes
Session 2	Multiple-choice questions	Approximately 45 minutes
Completion Session	Test administrators may determine if an additional session is needed.	As needed

Utah Elementary Mathematics Test Administration Manual**DIRECTIONS FOR TEST ADMINISTRATION****INSTRUCTIONS FOR THE COMPLETION OF THE DEMOGRAPHIC INFORMATION**

Students who were registered in advance for the test should have an answer sheet with their name and demographic information pre-printed on it. If any of your students do **not** have a bar code label, please complete the demographic information on the back cover of the test booklets before distributing them to the students.

IMPORTANT

All directions following the word “SAY” are to be read aloud to students.

SAY: Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may not use a pen.

Make sure each student has a sharpened #2 pencil.

SAY: I am now going to distribute an answer sheet to you. Do not write on the answer sheet at this time.

Distribute an answer sheet to each student.

SAY: You will now complete the student information section on the answer sheet. It is very important that you complete all of the information carefully and correctly. Listen carefully and follow the instructions exactly as I give them. If at any time you are not ready to continue with the next step, please raise your hand.

PAUSE.

SAY: Turn the answer sheet sideways so that the lines labeled “Last Name,” “First Name,” and “M” are at the top of the page. Carefully print your last name, first name, and middle initial in the boxes provided. Fill in the corresponding circle for each letter of your name.

PAUSE while students write.

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Provide a specific example on the board. There may be a few students whose last names are too long for the space provided. In that case, only the first eleven letters should be provided. Similarly, only nine letters of the first name are to be entered. The last column is reserved for the middle initial. Students should not enter apostrophe marks or hyphens.

Check all students' answer sheets before you go on. It is the responsibility of school personnel to verify that students correctly encode their names and all other demographic information.

SAY: Now find the section labeled "Race/Ethnicity." Fill in the circle that best describes you.

PAUSE.

SAY: Look at the section labeled "Student Number." Write your student number in the boxes. If you are unsure of your student number, I can provide it for you. Enter only one number in each box. Fill in the correct circles in each column.

If the student numbers used in your district have fewer than 10 digits, please use zeros to fill in the left-hand columns (for example, 0001234567).

PAUSE.

SAY: Find the section that is labeled "Gender." Fill in the appropriate circle.

PAUSE.

SAY: Now, look at the section labeled "Date of Birth." In the column labeled "Month," fill in the circle next to the month in which you were born.

PAUSE.

SAY: The next column is labeled "Day." In the empty boxes, write the day of the month on which you were born. Put one number in each box. If your birthday is between the first and the ninth of the month, you should write a zero in the first box and the correct number in the second box. Then, fill in the circles with the same numbers.

PAUSE.

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SAY: Look at the next column, labeled “Year.” Fill in the circles next to the nineteen. Then write the year in which you were born in the empty boxes and fill in the correct circle in each column.

PAUSE.

SAY: Now find the section labeled “Grade.” Fill in the circle that corresponds to your grade.

PAUSE.

SAY: This completes the student information section of the answer sheet.

If you are continuing with the test immediately, please continue with the directions on the next page.

If you will be administering the test at another time, collect the student answer sheets. After you have collected the answer sheets, follow the security procedures in effect for your building until the testing materials are needed again.

Remember that each individual in possession of test materials at any time will be held accountable for the security of his or her test inventory.

Detailed Directions for Test Administration

Elementary Mathematics

Grade 3

Form 3A

2006

Utah Elementary Mathematics Test Administration Manual**TEST ADMINISTRATION: SESSION ONE**

Be sure all student desks or tables are cleared of all non-testing materials. See that each student has a sharpened #2 pencil, counters, scratch paper and an eraser.

IMPORTANT

All directions following the word “SAY” are to be read aloud to students.

SAY: Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may NOT use a pen.

Distribute the test booklets to the students.

SAY: Look at the test booklet and answer sheet I have just given you. Make sure the test booklet and answer sheet have your name on them. If you do not have a test booklet or your correct answer sheet, please raise your hand.

Find the space for your name on the front cover of your test booklet. Print your first and last name in the space provided.

It will be important for students to have their names on their test booklets. When answer sheets and test booklets are handed out on each day of testing, students will have the correct Form Number which corresponds with the test booklet they used on the first day of testing.

Once students have their materials and printed their names on the test booklet covers, read the following overview of the test and general instructions.

SAY: Today you will be taking the Utah Elementary Mathematics Core Criterion-Referenced Test. This test is divided into two sections of multiple-choice questions. We have scheduled 45 minutes to complete each section. If you finish early, please sit quietly or read a book. If you need additional time, let me know at the end of the session and more time will be provided.

You will receive a report showing how you performed on this test, so I encourage you to try your best to show what you know about mathematics.

You may not use a calculator in this section.

You may use a ruler to help answer the questions.

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SAY: You may use scratch paper to do your computations.

If you need a new pencil during testing, raise your hand and I will bring one to you.

Be sure to answer each question.

Do not mark your answers in the test booklet. Mark your answers on the answer sheet. Mark only one answer for each question.

Look at the front cover of the answer sheet. Read the “Important Directions for Marking Answers” section to yourself as I read it aloud. “Use a #2 black lead pencil only. Make heavy black marks that fill the circle completely. Erase clearly any answer you wish to change. Make no stray marks on this answer sheet. Do not mark in the USOE box, unless requested.”

Are there any questions about how or where to mark your answers on the answer sheet?

Answer any procedural questions the students ask.

SAY: Open your test booklet to page 1. We will begin by answering a sample question together. Read the directions to yourself while I read them aloud.

“The test question below shows you what the multiple-choice questions in the test are like and how to answer each question.

This is a sample multiple-choice question. You may NOT use a calculator to find the answer.”

Now let’s answer the sample question.

What is 6 multiplied by 2?

(Pause.)

Did you mark the letter C? You are right, 12 is the answer.

Once all of the students have completed the sample question and you have answered any questions, you may continue with the test.

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SAY: Now turn to page 2. Read the directions, as I read them aloud.

“This test section has 30 multiple-choice questions. Choose the best answer for each multiple-choice question. Then mark your choice on your answer sheet. You may NOT use a calculator to answer questions in this section.”

You may now begin Section 1 of the test.

When the students begin working, walk around the room to make sure that the question each student is answering in the test booklet corresponds to the answer number he or she is marking on his or her answer sheet. Continue to monitor the students to make sure they are answering all of the questions.

If your students seem to be looking to others for answers, remind them that they must work alone.

SAY: Please close your test book and insert your answer sheet behind the book’s cover. This concludes Section 1 of the Utah Elementary Mathematics Core Criterion-Referenced Test. We will complete the other section at another time. If you need additional time to complete this section, please tell me now.

Collect the test booklets and answer sheets. Verify that **all** booklets and other materials have been collected. At this time, you may grid the Form Number (e.g., 3A) from each student’s test booklet front cover into the “Form Number” box located on the answer sheet. Keep all test materials in a secure location until Section 2 is administered.

TEST ADMINISTRATION: SESSION TWO

Be sure all student desks or tables are cleared of all non-testing materials. See that each student has a sharpened #2 pencil, counters, scratch paper, and an eraser.

IMPORTANT

All directions following the word “SAY” are to be read aloud to students.

Distribute the test booklets and answer sheets to the students.

SAY: Look at the test booklet and answer sheet I have just given you. Make sure the test booklet and answer sheet have your name on them. If you do not have a test booklet or your correct answer sheet, please raise your hand.

Once students have their own materials, read the following overview of the test and general instructions.

SAY: Today you will continue taking the Utah Elementary Mathematics Core Criterion-Referenced Test. We have scheduled 45 minutes for this section. If you finish early, please sit quietly or read a book. If you need additional time, let me know at the end of the session, and more time will be provided.

You will receive a report showing how you performed on this test, so I encourage you to try your best to show what you know about mathematics.

You may use a calculator and a ruler to help answer the questions in this section.

You may use scratch paper to do your computations.

If you need a new pencil during testing, raise your hand and I will bring one to you.

Be sure to answer each question.

Do not mark your answers in the test booklet. Mark your answers on the answer sheet.

When you have found the answer to a question, fill in the correct circle on your answer sheet. Mark only one answer for each question.

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SAY: Use a #2 black lead pencil only. Make heavy black marks that fill the circle completely. Erase clearly any answer you wish to change. Make no stray marks on this answer sheet. Do not mark in the USOE box, unless requested.

Are there any questions about how or where to mark your answers on the answer sheet?

Answer any procedural questions the students may ask.

SAY: Now turn to Section 2. Read the directions, as I read them aloud.

“This test section has 30 multiple-choice questions. Choose the best answer for each multiple-choice question. Then mark your choice on your answer sheet. You may use a calculator to answer questions in this section.”

You may now begin Section 2 of the test.

When the students begin working, walk around the room to make sure that the question each student is answering in the test booklet corresponds to the answer number he or she is marking on his or her answer sheet. Continue to monitor the students to make sure they are answering all of the questions.

If your students seem to be looking to others for answers, remind them that they must work alone.

SAY: Please close your test booklet. I will collect your answer sheet and test booklet. This concludes Section 2 of the Utah Elementary Mathematics Core Criterion-Referenced Test. If you need additional time to complete this section, please tell me now.

Collect the test booklets and answer sheets. Verify that **all** booklets and other materials have been collected and all answer sheets have the Form Number gridded.

Return test materials to the individuals at your school who are responsible for coordinating the testing, and they will return the test materials to your district office.

Thank you for your help in administering the Utah Elementary Mathematics Core Criterion-Referenced Test. Your hard work, care, and organization will help ensure valid and fair results, as well as speed up the scoring process.

Detailed Directions for Test Administration

Elementary Mathematics

Grade 4

Form 4A

2006

Utah Elementary Mathematics Test Administration Manual**TEST ADMINISTRATION: SESSION ONE**

Be sure all student desks or tables are cleared of all non-testing materials. See that each student has a sharpened #2 pencil, counters, scratch paper and an eraser.

IMPORTANT

All directions following the word “SAY” are to be read aloud to students.

SAY: Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may NOT use a pen.

Distribute the test booklets and answer sheets to the students.

SAY: Look at the test booklet and answer sheet I have just given you. Make sure the test booklet and answer sheet have your name on them. If you do not have a test booklet or your correct answer sheet, please raise your hand.

Find the space for your name on the front cover of your test booklet. Print your first and last name in the space provided.

It will be important for students to have their names on their test booklets. When answer sheets and test booklets are handed out on each day of testing, students will have the correct Form Number which corresponds with the test booklet they used on the first day of testing.

Once students have their materials and printed their names on the test booklet covers, read the following overview of the test and general instructions.

SAY: Today you will be taking the Utah Elementary Mathematics Core Criterion-Referenced Test. This test is divided into three sections of multiple-choice questions. We have scheduled 45 minutes to complete each section. If you finish early, please sit quietly or read a book. If you need additional time, let me know at the end of the session, and more time will be provided.

You will receive a report showing how you performed on this test, so I encourage you to try your best to show what you know about mathematics.

You may not use a calculator in this section.

You may use a ruler to help answer the questions.

SAY: You may use scratch paper to do your computations.

If you need a new pencil during testing, raise your hand and I will bring one to you.

Be sure to answer each question.

Do not mark your answers in the test booklet. Mark your answers on the answer sheet.

When you have found the answer to a question, fill in the correct circle on your answer sheet. Mark only one answer for each question.

Look at the front cover of the answer sheet. Read the “Important Directions for Marking Answers” section to yourself as I read it aloud. “Use a #2 black lead pencil only. Make heavy black marks that fill the circle completely. Erase clearly any answer you wish to change. Make no stray marks on this answer sheet. Do not mark in the USOE box, unless requested.”

Are there any questions about how or where to mark your answers on the answer sheet?

Answer any procedural questions the students ask.

SAY: Open your test booklet to page 1. We will begin by answering a sample question together. Read the directions to yourself while I read them aloud.

“The test question below shows you what the multiple-choice questions in the test are like and how to answer each question.”

“This is a sample multiple-choice question. You may NOT use a calculator to find the answer.”

Now let’s answer the sample question.

“What is the number in the hundreds place?”

(Pause.)

Did you mark the letter “B”? You are right, 4 is the answer.

Once all of the students have completed the sample question and you have answered any questions, you may continue with the test.

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SAY: Now turn to page 2. Read the directions, as I read them aloud.

“This test section has 33 multiple-choice questions. Choose the best answer for each multiple-choice question. Then mark your choice on your answer sheet. You may NOT use a calculator to answer questions in this section.”

You may now begin Section 1 of the test.

When the students begin working, walk around the room to make sure that the question each student is answering in the test booklet corresponds to the answer number he or she is marking on his or her answer sheet. Continue to monitor the students to make sure they are answering all of the questions.

If your students seem to be looking to others for answers, remind them that they must work alone.

SAY: Please close your test book and insert your answer sheet behind the book’s cover. This concludes Section 1 of the Utah Elementary Mathematics Core Criterion-Referenced Test. We will complete the other sections at another time. If you need additional time to complete this section, please tell me now.

Collect the test booklets and answer sheets. Verify that **all** booklets and other materials have been collected. At this time, you may grid the Form Number (e.g., 4A) from each student’s test booklet front cover into the “Form Number” box located on the answer sheet. Keep all test materials in a secure location until Section 2 is administered.

TEST ADMINISTRATION: SESSION TWO

Be sure all student desks or tables are cleared of all non-testing materials. See that each student has a sharpened #2 pencil, counters, scratch paper and an eraser.

IMPORTANT

All directions following the word “SAY” are to be read aloud to students.

SAY: Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may NOT use a pen.

Distribute the test booklets and answer sheets to the students.

SAY: Look at the test booklet and answer sheet I have just given you. Make sure the test booklet and answer sheet have your name on them. If you do not have a test booklet or your correct answer sheet, please raise your hand.

Once students have their materials, read the following overview of the test and general instructions.

SAY: Today you will be taking the Utah Elementary Mathematics Core Criterion-Referenced Test. This test is divided into three sections of multiple-choice questions. We have scheduled 45 minutes to complete each section. If you finish early, please sit quietly or read a book. If you need additional time, let me know at the end of the session, and more time will be provided.

You will receive a report showing how you performed on this test, so I encourage you to try your best to show what you know about mathematics.

You may use a calculator in this section.

You may use a ruler to help answer the questions.

You may use scratch paper to do your computations.

If you need a new pencil during testing, raise your hand and I will bring one to you.

Be sure to answer each question.

Do not mark your answers in the test booklet. Mark your answers on the answer sheet.

Utah Elementary Mathematics Test Administration Manual

SAY: When you have found the answer to a question, fill in the correct circle on your answer sheet. Mark only one answer for each question.

Use a #2 black lead pencil only. Make heavy black marks that fill the circle completely. Erase clearly any answer you wish to change. Make no stray marks on this answer sheet. Do not mark in the USOE box, unless requested.

Are there any questions about how or where to mark your answers on the answer sheet?

Answer any procedural questions the students ask.

SAY: Now turn to Section 2. Read the directions, as I read them aloud.

“This test section has 32 multiple-choice questions. Choose the best answer for each multiple-choice question. Then mark your choice on your answer sheet. You may use a calculator to answer questions in this section.”

You may now begin Section 2 of the test.

When the students begin working, walk around the room to make sure that the question each student is answering in the test booklet corresponds to the answer number he or she is marking on his or her answer sheet. Continue to monitor the students to make sure they are answering all of the questions.

If your students seem to be looking to others for answers, remind them that they must work alone.

SAY: Please close your test booklet. I will collect your answer sheet and test booklet. This concludes Section 2 of the Utah Elementary Mathematics Core Criterion-Referenced Test. If you need additional time to complete this section, please tell me now.

Collect the test booklets and answer sheets. Verify that **all** booklets and other materials have been collected and all answer sheets have the Form Number gridded.

Return test materials to the individuals at your school who are responsible for coordinating the testing, and they will return the test materials to your district office.

Thank you for your help in administering the Utah Elementary Mathematics Core Criterion-Referenced Test. Your hard work, care, and organization will help ensure valid and fair results, as well as speed up the scoring process.

Detailed Directions for Test Administration

Elementary Mathematics

Grade 5

Form 5A

2006

Utah Elementary Mathematics Test Administration Manual**TEST ADMINISTRATION: SESSION ONE**

Be sure all student desks or tables are cleared of all non-testing materials. See that each student has a sharpened #2 pencil, counters, scratch paper and an eraser.

IMPORTANT

All directions following the word “SAY” are to be read aloud to students.

SAY: Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may NOT use a pen.

Distribute the test booklets and answer sheets to the students.

SAY: Look at the test booklet and answer sheet I have just given you. Make sure the test booklet and answer sheet have your name on them. If you do not have a test booklet or your correct answer sheet, please raise your hand.

Find the space for your name on the front cover of your test booklet. Print your first and last name in the space provided.

It will be important for students to have their names on their test booklets. When answer sheets and test booklets are handed out on each day of testing, students will have the correct Form Number which corresponds with the test booklet they used on the first day of testing.

Once students have their materials and printed their names on the test booklet covers, read the following overview of the test and general instructions.

SAY: Today you will be taking the Utah Elementary Mathematics Core Criterion-Referenced Test. This test is divided into three sections of multiple-choice questions. We have scheduled 45 minutes to complete each section. If you finish early, please sit quietly or read a book. If you need additional time, let me know at the end of the session, and more time will be provided.

You will receive a report showing how you performed on this test, so I encourage you to try your best to show what you know about mathematics.

You may not use a calculator in this section.

You may use a ruler to help answer the questions.

Utah Elementary Mathematics Test Administration Manual

SAY: You may use scratch paper to do your computations.

If you need a new pencil during testing, raise your hand and I will bring one to you.

Be sure to answer each question.

Do not mark your answers in the test booklet. Mark your answers on the answer sheet.

When you have found the answer to a question, fill in the correct circle on your answer sheet. Mark only one answer for each question.

Look at the front cover of the answer sheet. Read the “Important Directions for Marking Answers” section to yourself as I read it aloud. “Use a #2 black lead pencil only. Make heavy black marks that fill the circle completely. Erase clearly any answer you wish to change. Make no stray marks on this answer sheet. Do not mark in the USOE box, unless requested.”

Are there any questions about how or where to mark your answers on the answer sheet?

Answer any procedural questions the students ask.

SAY: Open your test booklet to page 1. We will begin by answering a sample question together. Read the directions to yourself while I read them aloud.

“The test question below shows you what the multiple-choice questions in the test are like and how to answer each question.”

“This is a sample multiple-choice question. You may NOT use a calculator to find the answer.”

Now let’s answer the sample question.

“What fraction is another name for $\frac{5}{10}$?”

(Pause.)

Did you mark the letter “C”? You are right, $\frac{1}{2}$ is the answer.

Once all of the students have completed the sample question and you have answered any questions, you may continue with the test.

Utah Elementary Mathematics Test Administration Manual

SAY: Now turn to page 2. Read the directions, as I read them aloud.

“This test section has 33 multiple-choice questions. Choose the best answer for each multiple-choice question. Then mark your choice on your answer sheet. You may NOT use a calculator to answer questions in this section.”

You may now begin Section 1 of the test.

When the students begin working, walk around the room to make sure that the question each student is answering in the test booklet corresponds to the answer number he or she is marking on his or her answer sheet. Continue to monitor the students to make sure they are answering all of the questions.

If your students seem to be looking to others for answers, remind them that they must work alone.

SAY: Please close your test book and insert your answer sheet behind the book’s cover. This concludes Section 1 of the Utah Elementary Mathematics Core Criterion-Referenced Test. We will complete the other section at another time. If you need additional time to complete this section, please tell me now.

Collect the test booklets and answer sheets. Verify that **all** booklets and other materials have been collected. At this time, you may grid the Form Number (e.g., 5A) from each student’s test booklet front cover into the “Form Number” box located on the answer sheet. Keep all test materials in a secure location until Section 2 is administered.

TEST ADMINISTRATION: SESSION TWO

Be sure all student desks or tables are cleared of all non-testing materials. See that each student has a sharpened #2 pencil, counters, scratch paper and an eraser.

IMPORTANT

All directions following the word “SAY” are to be read aloud to students.

SAY: Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may NOT use a pen.

Distribute the test booklets and answer sheets to the students.

SAY: Look at the test booklet and answer sheet I have just given you. Make sure the test booklet and answer sheet have your name on them. If you do not have a test booklet or your correct answer sheet, please raise your hand.

Once students have their materials, read the following overview of the test and general instructions.

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You will receive a report showing how you performed on this test, so I encourage you to try your best to show what you know about mathematics.

You may use a calculator in this section.

You may use a ruler to help answer the questions.

You may use scratch paper to do your computations.

If you need a new pencil during testing, raise your hand and I will bring one to you.

Be sure to answer each question.

Do not mark your answers in the test booklet. Mark your answers on the answer sheet.

Utah Elementary Mathematics Test Administration Manual

SAY: When you have found the answer to a question, fill in the correct circle on your answer sheet. Mark only one answer for each question.

Use a #2 black lead pencil only. Make heavy black marks that fill the circle completely. Erase clearly any answer you wish to change. Make no stray marks on this answer sheet. Do not mark in the USOE box, unless requested.

Are there any questions about how or where to mark your answers on the answer sheet?

Answer any procedural questions the students ask.

SAY: Now turn to Section 2. Read the directions, as I read them aloud.

“This test section has 32 multiple-choice questions. Choose the best answer for each multiple-choice question. Then mark your choice on your answer sheet. You may use a calculator to answer questions in this section.”

You may now begin Section 2 of the test.

When the students begin working, walk around the room to make sure that the question each student is answering in the test booklet corresponds to the answer number he or she is marking on his or her answer sheet. Continue to monitor the students to make sure they are answering all of the questions.

If your students seem to be looking to others for answers, remind them that they must work alone.

SAY: Please close your test booklet. I will collect your answer sheet and test booklet. This concludes Section 2 of the Utah Elementary Mathematics Core Criterion-Referenced Test. If you need additional time to complete this section, please tell me now.

Collect the test booklets and answer sheets. Verify that **all** booklets and other materials have been collected and all answer sheets have the Form Number gridded.

Return test materials to the individuals at your school who are responsible for coordinating the testing, and they will return the test materials to your district office.

Thank you for your help in administering the Utah Elementary Mathematics Core Criterion-Referenced Test. Your hard work, care, and organization will help ensure valid and fair results, as well as speed up the scoring process.

Detailed Directions for Test Administration

Elementary Mathematics

Grade 6

Form 6A

2006

Utah Elementary Mathematics Test Administration Manual**TEST ADMINISTRATION: SESSION ONE**

Be sure all student desks or tables are cleared of all non-testing materials. See that each student has a sharpened #2 pencil, counters, scratch paper and an eraser.

IMPORTANT

All directions following the word “SAY” are to be read aloud to students.

SAY: Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may NOT use a pen.

Distribute the test booklets and answer sheets to the students.

SAY: Look at the test booklet and answer sheet I have just given you. Make sure the test booklet and answer sheet have your name on them. If you do not have a test booklet or your correct answer sheet, please raise your hand.

Find the space for your name on the front cover of your test booklet. Print your first and last name in the space provided.

It will be important for students to have their names on their test booklets. When answer sheets and test booklets are handed out on each day of testing, students will have the correct Form Number which corresponds with the test booklet they used on the first day of testing.

Once students have their materials and printed their names on the test booklet covers, read the following overview of the test and general instructions.

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You will receive a report showing how you performed on this test, so I encourage you to try your best to show what you know about mathematics.

You may not use a calculator in this section.

You may use a ruler to help answer the questions.

SAY: You may use scratch paper to do your computations.

If you need a new pencil during testing, raise your hand and I will bring one to you.

Be sure to answer each question.

Do not mark your answers in the test booklet. Mark your answers on the answer sheet.

When you have found the answer to a question, fill in the correct circle on your answer sheet. Mark only one answer for each question.

Look at the front cover of the answer sheet. Read the “Important Directions for Marking Answers” section to yourself as I read it aloud. “Use a #2 black lead pencil only. Make heavy black marks that fill the circle completely. Erase clearly any answer you wish to change. Make no stray marks on this answer sheet. Do not mark in the USOE box, unless requested.”

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“The test question below shows you what the multiple-choice questions in the test are like and how to answer each question.”

“This is a sample multiple-choice question. You may NOT use a calculator to find the answer.”

Now let’s answer the sample question.

Round 674 to the nearest 10.

(Pause.)

Did you mark the letter “B”? You are right, 670 is the answer.

Once all of the students have completed the sample question and you have answered any questions, you may continue with the test.

Utah Elementary Mathematics Test Administration Manual

SAY: Now turn to page 2. Read the directions, as I read them aloud.

“This test section has 33 multiple-choice questions. Choose the best answer for each multiple-choice question. Then mark your choice on your answer sheet. You may NOT use a calculator to answer questions in this section.”

You may now begin Section 1 of the test.

When the students begin working, walk around the room to make sure that the question each student is answering in the test booklet corresponds to the answer number he or she is marking on his or her answer sheet. Continue to monitor the students to make sure they are answering all of the questions.

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Collect the test booklets and answer sheets. Verify that **all** booklets and other materials have been collected. At this time, you may grid the Form Number (e.g., 6A) from each student’s test booklet front cover into the “Form Number” box located on the answer sheet. Keep all test materials in a secure location until Section 2 is administered.

TEST ADMINISTRATION: SESSION TWO

Be sure all student desks or tables are cleared of all non-testing materials. See that each student has a sharpened #2 pencil, counters, scratch paper and an eraser.

IMPORTANT

All directions following the word “SAY” are to be read aloud to students.

SAY: Be sure that your pencil is a sharpened #2 pencil. If you do not have a sharpened #2 pencil, please raise your hand. You may NOT use a pen.

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SAY: Look at the test booklet and answer sheet I have just given you. Make sure the test booklet and answer sheet have your name on them. If you do not have a test booklet or your correct answer sheet, please raise your hand.

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You may use a ruler to help answer the questions.

You may use scratch paper to do your computations.

If you need a new pencil during testing, raise your hand and I will bring one to you.

Be sure to answer each question.

Do not mark your answers in the test booklet. Mark your answers on the answer sheet.

Utah Elementary Mathematics Test Administration Manual

SAY: When you have found the answer to a question, fill in the correct circle on your answer sheet. Mark only one answer for each question.

Use a #2 black lead pencil only. Make heavy black marks that fill the circle completely. Erase clearly any answer you wish to change. Make no stray marks on this answer sheet. Do not mark in the USOE box, unless requested.

Are there any questions about how or where to mark your answers on the answer sheet?

Answer any procedural questions the students ask.

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“This test section has 32 multiple-choice questions. Choose the best answer for each multiple-choice question. Then mark your choice on your answer sheet. You may use a calculator to answer questions in this section.”

You may now begin Section 2 of the test.

When the students begin working, walk around the room to make sure that the question each student is answering in the test booklet corresponds to the answer number he or she is marking on his or her answer sheet. Continue to monitor the students to make sure they are answering all of the questions.

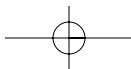
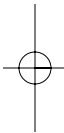
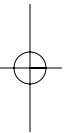
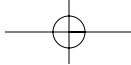
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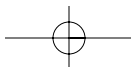
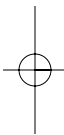
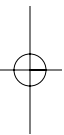
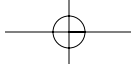
SAY: Please close your test booklet. I will collect your answer sheet and test booklet. This concludes Section 2 of the Utah Elementary Mathematics Core Criterion-Referenced Test. If you need additional time to complete this section, please tell me now.

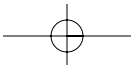
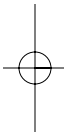
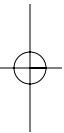
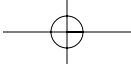
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